

DATA REQUIREMENT

DR Number, Date Revised

MF04

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Cost of Operations

Responsible Office

BA22

P.W.S. Reference

1.3

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA22 Cost Accountant  
Concurrence:  
Information – BA31 Contracting Officer, FOOSC, ODIN, Security Contractor Financial Officer

Initial Submittal Date

After start of contract.

As of Milestone

NASA/SSC Accounting Month End.

Frequency of Submittal

Monthly, COB Wednesday after SSC Fiscal month end

DATA REQUIREMENT DESCRIPTION

Purpose

To provide SSC Management and resident users with a Summary and Detail for Cost of Operations.

Scope

This Data Requirement Description (DRD) establishes the requirement for providing the following tabular Cost of Operations Summary and Detail Report. 1). Cost of Operations – Detail, 2). Cost of Operations Verification Report, 3). Combined invalid Shop Order/IMS Error Report.

PWS 1.3; SSC MI 9200.1; and SSC Management Accounting System Manual.

References

None

Exceptions/Additions to Referenced Requirements

Information will be submitted in accordance with the content identified in the SSC Management Accounting System Manual. Information will be submitted in accordance with the format identified in the SSC Management Accounting System Manual.

Preparation Instructions

Report due COB Wednesday after SSC Fiscal month end

Remarks

DATA REQUIREMENT

DR Number, Date Revised

MF05

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, SSC Management  
Accounting System

Responsible Office

BA22

P.W.S. Reference

1.3

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA22 Cost Accountant  
Concurrence:  
Information – FOS Finance Officer

Initial Submittal Date

After start of contract.

As of Milestone

NASA/SSC Accounting Month End.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide SSC Management and resident users cost data by support Contractor and SSC Procurement assigned to work orders and benefitor codes.

## Scope

This Data Requirement Description (DRD) establishes the requirement for providing the following site-wide cost reports. 1). Function Code by Benefitor/Function Level Detail, 2). Function Code Summary Report, 3). Function Code by Benefitor Detail Report, 4). SSC Current Month Cost Report, 5). Function Code by Contract Summary, 6). Function Code by Contract Detail Summary Report, 7). SSC Cost Accounting Systems Function Code Report by NONBURDENED and ETB BASE, 8). SSC Cost Account Systems Function Code Report, 9). Cost of Operations Detail, 10). Cost by Technical Work Request Summary, 11). Cost by Technical Work Request, 12). Program/Project Report, 13). Shop Contributor Report, 14). Major Cost Center Contributor Detail Report, 15). Major Cost Center Contributor Summary Report, 16). Automated Cost Assignment, 17). Electronic Site-wide Diskettes, 18). Work in Progress Report

## References

SSC Management Accounting System Manual.

## Exceptions/Additions to Referenced Requirements

None

## Preparation Instructions

Information will be submitted in accordance with the content identified in the SSC Management Accounting System Manual. Information will be submitted in accordance with the format identified in the SSC Management Accounting System Manual.

Data submitted to procuring activity for coordination, surveillance, or information.

## Remarks

Report is due 10:00 a.m. (Local SSC time) eight (8) calendar days following the close of the SSC fiscal month, or ten (10) days from the last Friday of the fiscal Month.

DATA REQUIREMENT

DR Number, Date Revised

MF06

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Reports, Financial Management  
Accounting System/Financial and  
Contractual Status (RFMAS/FACS)

Responsible Office

BA22

P.W.S. Reference

1.3

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA22 Cost Accountant  
Concurrence:  
Information -

Initial Submittal Date

As of start of contract.

As of Milestone

NASA/SSC Accounting Month End.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide SSC Management, NASA HQ, Financial and Program Managers, as well as other regulatory Government Agencies data on the financial profile of SSC and its programs.

## Scope

This Data Requirement Description (DRD) establishes the requirement for providing the following financial reports, 1). Current Month Activity Report, 2). Reimbursable by Fund Source Report, 3). Fund Source Report, 4). Sub Allotment Report, 5). Appropriation Report, 6). Journal Voucher Report, 7). Resource Authorization/Allotment Report, 8). Washington Tape and Report, 9). Un-liquidated Obligation Report, 10). Billing Auto JV Preliminary, 11). Reimbursable Reconciliation, 12). Cash Reconciliation Report, 13). Project by UPN/Contract (Reimbursement), 14). Contract Report, 15). DCN/Program Code Report, 16). DCN/Function Report, 17). Master File Report by Contract, 18). Master File Report by DCN/LI, 19). Method of Authorization by Fund Source, 20). Project by Year/Contract Report, 21). Buy/Sell by Contract Report, 22). Distribution by Contract Report, 23). Accounts Payable Report, 24). Distribution by Benefitor Report, 25). Project by UPN/Contract Report, 26). Buy/Sell by IMS Code Report.

## References

SSC MASS Release 2 Manual.

## Exceptions/Additions to Referenced Requirements

None

## Preparation Instructions

Information will be submitted in accordance with the content identified in the MASS Release 2 Manual. Submissions will be made as separate Reports, each with it's own schedule and format into the NASA Contracts Deliverable System.

Data submitted to procuring activity for coordination, surveillance, or information.

## Remarks

Specific dates vary based on NASA Headquarters guidelines.

DATA REQUIREMENT

DR Number, Date Revised

MF07

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Cost Exceeding  
100% of SWR Estimate

Responsible Office

BA22

P.W.S. Reference

1.3

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA22 Lead, General Accounting Branch  
Concurrence:  
Information – BA31 Contracting Officer, HA20 Contracting Officer Technical Representative,  
RA00 Work Ordering Office

Initial Submittal Date

No earlier than 45 days after contract start

As of Milestone

NASA/SSC Fiscal Accounting Month End.

Frequency of Submittal

Monthly, COB Wednesday after SSC Fiscal month end

DATA REQUIREMENT DESCRIPTION

Purpose

To identify any work orders with actual cost in excess of the customer's "not to exceed" cost estimate.

Scope

1. Provide a monthly report to separately identify reimbursable work orders with cost in excess of Customer's "Not-To-Exceed" cost estimate.
2. Provide a monthly report to separately identify all non-reimbursable work orders with cost in excess of Customer's "Not-to-Exceed" cost estimate.

References

None

Exceptions/Additions to Referenced Requirements

NOTE: Current practice is to report cost overruns.

Preparation Instructions

The report shall provide a tabular listing that identifies the home unit SWR number and description. The report will also provide TOC, TTSC/TSC, FOS and total cost comparison to funding. SWRs should not be removed from the report until the SWR is out of a deficit status.

The report will include a narrative of corrective action taken to resolve cost overruns.  
Tabular Listing.

Data submitted to DCFO (Finance) for coordination, surveillance, or information.

Remarks

The report is due COB Wednesday after SSC Fiscal month end.

DATA REQUIREMENT

DR Number, Date Revised

MF08

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Occupational Health  
Program Cost

Responsible Office

RA30

P.W.S. Reference

1.3

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA22C Commercial Accounting and Financial Services Branch  
Concurrence:  
Information – BA30 Procurement Support. RA30.OA00 and MSFC PS52. OS50

Initial Submittal Date

12 working days after end of first fiscal year.

As of Milestone

Fiscal year end.

Frequency of Submittal

Annually

DATA REQUIREMENT DESCRIPTION

Purpose

To provide detailed cost and FTE data related to occupational and environmental health.

Scope

This Data Requirement Description (DRD) establishes the requirement for providing the Occupational Health Program Cost Report.

References

Financial Management Manual (FMM) 9354-7 and 7A. FMM 9354-7 and 7A, NASA Form (NF) 1229.

None

Exceptions/Additions to Referenced Requirements

Information will be submitted in format of NASA Form (NF) 1229.

Data submitted to procuring activity for coordination, surveillance, or information.

Preparation Instructions

None

Remarks

### DATA REQUIREMENT

DR Number, Date Revised

MF09

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Cost Allocation for Supplies,  
Materials and Services

Responsible Office

BA22

P.W.S. Reference

1.3

### SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA22, BA21  
Concurrence:  
Information – BA31 Contracting Officer, RA00, VA00

Initial Submittal Date

60 days post contract award.

As of Milestone

N/A

Frequency of Submittal

One time initial submission. If initial submission is draft, then approved final submission is required within 30 days. Resubmission if changed during course of contract

### DATA REQUIREMENT DESCRIPTION

Purpose

To document to NASA the internal procedure used by the Contractor to assure all costs are properly allocated.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of a procedure delineating the process used for allocation of cost incurred as required by Stennis Policy Directive (SPD) 9230.1, Cost Allocation for Supplies, Materials, and Services on Support Services Contracts.

References

SPD 9230.1

None

Exceptions/Additions to Referenced Requirements

The procedure shall be prepared in electronic format (MS Word preferred) suitable for posting in the NAIS Contract Deliverable Systems.

Preparation Instructions

Procedure must address all aspects of cost allocations, and address how the TOC informs FOS and other Contractors of draw account, bench stock, and related resource consumption within the TOC when the costs reside within the FOC or another contract.

Remarks

DATA REQUIREMENT

DR Number, Date Revised

PC02

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Subcontractor  
Litigation

Responsible Office

CA00

P.W.S Reference

None

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: CA00 Chief Counsel  
Concurrence:  
Information – BA31 Contracting Officer, HA20 Contracting Officer Technical Representative, and  
MSFC PS52

Initial Submittal Date

When, in Contractors opinion, litigation may result and within 15 days after filing of action  
or suit.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To advise the Chief Counsel and Procurement Office of any actual or possible litigation  
between the Contractor and subcontractor.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering any action of suit filed, and prompt notice of any claim against the Contractor by any subcontractor or vendor which, in the opinion of the Contractor, may result in litigation, related in any way to this Contract with respect to which the Contractor may be entitled to reimbursement from the Government.

References

FAR 52.244.2 (h) Subcontracts (cost reimbursement and letter contracts).

None

Exceptions/Additions to Referenced Requirements

Letter format detailing all pertinent facts surrounding actual or potential litigation. Data submitted to procuring activity for coordination, surveillance, or information.

Preparation Instructions

Report to be made within 15 days after filing of action or suit.

Remarks

DATA REQUIREMENT

DR Number, Date Revised

PC03

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Patent, Copyright, and  
Infringement

Responsible Office

CA00

P.W.S Reference

None

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: CA00 Chief Counsel  
Concurrence:  
Information – BA31 Contracting Officer and MSFC PS52

Initial Submittal Date

When a notice or claim of patent or copyright infringement occurs.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To inform the Chief Counsel and Procurement Office of suspected infringements on patents and copyrights.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering each notice or claim of patent or copyright infringement based on performance of the contract as required by the "Notice and Assistance Regarding Patent and Copyright Infringement" clause of the General Provisions.

References

FAR 52.227-2 Notice and Assistance regarding Patent and Copyright Infringement and General Provision clauses.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Letter format detailing all notices or claims on patent or copyright infringements based on performance of the contract.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PC04

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Liability to Third  
Person(s)

Responsible Office

CA00

P.W.S. Reference

None

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: CA00 Chief Counsel  
Concurrence:  
Information – BA31 Contracting Officer and MSFC PS52

Initial Submittal Date

When any suit or action is filed against the contract.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To inform the Contracting Officer on any liability by the Contractor to a third person(s), which may or may not be covered by the Contractor's insurance.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of a report covering any suit or action filed, or any claim made, against the contract as required by the "Insurance-Liability to Third Persons" clause of the Contract.

References

FAR 52.228-7; NASA FAR Supplement 1852.228-75, entitled "Insurance to Third Persons".

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Letter format detailing any suit or action filed, or any claim made, against the Contractor by a third person(s) arising from the performance of the contract.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

Report to be made within 15 days after filing of action or claim. Original to BA31, Contracting Officer, and copy to CA00, Chief Counsel.

DATA REQUIREMENT

DR Number, Date Revised

PC05

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Certificate/Policy, Insurance

Responsible Office

BA31

P.W.S. Reference

None

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA31 Contracting Officer  
Concurrence:  
Information – CA00 Chief Counsel and MSFC PS52

Initial Submittal Date

15 days after award of contract.

As of Milestone

Start of contract or revisions thereof.

Frequency of Submittal

Certificate/Policy shall be provided within 15 days after award of contract. Any revisions in coverage changes shall be submitted at least 30 days prior to implementation.

DATA REQUIREMENT DESCRIPTION

Purpose

Certificate shall describe the type and amount of insurance coverage maintained by the Contractor during the period of the contract. Complete policy shall also be provided to ensure insurance requirements of the contract are met.

Scope

This Data Requirement Description (DRD) establishes the requirement for submittal of a certificate and detailed insurance policy with coverage and contents specified in FAR 52.228-7 "Insurance-Liability to Third Persons" and NASA FAR Supplement clause 1852.228-75 "Minimum Insurance Coverage".

References

FAR 52.228-7; NASA FAR Supplement 1852.228-75.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

As required by the Contract Article entitled "Insurance". Certificate and Policy provided by Insurance Company.

Hard copy of Certificate and Policy to be provided to BA31 Contracting Officer and CA00 Chief Counsel. Letter format submission to NASA Contract Deliverables System detailing submission of hard copies.

Data submitted to procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless Contractor has been notified of disapproval prior to project implementation.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PC06

Contract Number, Date,  
Modification No.

TOC  
Effective:

Title

Report, Subcontracts

Responsible Office

BA31

P.W.S. Reference

1.5

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA31 Contracting Officer  
Concurrence:  
Information – BA30A Small Business Specialist, MSFC PS52  
NASA HQ, Procurement Officer

SF-294 & SF-295 - one (1) copy to BA31 and to NASA Headquarters, Attn: Office of Procurement (HC), Washington, DC 20546 - Monthly Subcontract Report - One (1) copy to SB Specialist (BA30A). and original to Contracting Officer (BA31).

Initial Submittal Date

SF-294 & SF-295, must submit 30th day of the month following the close of the semi-annual reporting period.

As of Milestone

SF-294 & SF-295, must submit 30th day of the month following the close of the semi-annual reporting period.

Frequency of Submittal

Semi annual, SF-295, Summary Subcontract Report. Monthly, Summary Subcontract Report.

DATA REQUIREMENT DESCRIPTION

Purpose

To provide NASA a basis for evaluation and extent of subcontracts program involving small and disadvantaged business concerns.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of the Semi-annual SF-294 Subcontracting Report for Individual Contracts and the Semi-annual SF295 Summary Subcontract Report for periods ending March 31st and September 30th. And the Monthly Report covering all subcontracts executed by the reporting company.

References

PWS 1.5; FAR Part 19.704; FAR 52.219-9; NFS 1852.219-76, and SF-294 & SF-295.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

In the format of SF-294 & SF-295. Monthly Summary Subcontract Report is the data specified in Blocks 10 - 13 on form SF-295. In accordance with instructions on forms SF-294 and SF-295.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PC07

Contract Number, Date, & Modification No.

TOC  
Effective:

Title

Notice, Patent Application

Responsible Office

CA00

P.W.S. Reference

None

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: CA00 Chief Counsel  
Concurrence:  
Information – BA31 Contracting Officer

Initial Submittal Date

Upon Contractor's intention to file a patent application that discloses classified subject matter of the contract.

As of Milestone

As of report date.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To inform the Contracting Officer of the Contractor's intent to file a patent application which discloses a subject invention as defined in NASA FAR Supplement 1852.227-70, New Technology, and/or classified subject matter of the contract, as defined in 52.227-10(as modified by NASA FAR Supplement 1852.227-11)

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of a notice covering proposed patent applications dealing with subject inventions developed under the contract, and/or classified information as required by the "Filing of Patent Applications-Classified Subject Matter" clause of the Contract.

References

NASA FAR Supplement 1852.227-70, New Technology FAR 52.227-10 (As modified by NASA FAR Supplement 1852.227-11). Filing of Patent Applications-Classified Subject Matter clause of the Contract.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

As defined in applicable reference documents.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PT01

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Plan, Five Year Equipment

Responsible Office

RA30

P.W.S. Reference

None

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: RA30 (10 Copies)  
Concurrence:  
Information – BA31 Contracting Officer, HA20 Contracting Officer Technical Representative and  
MSFC PS52, TD70

Initial Submittal Date

February 1st after contract start

As of Milestone

As of report date.

Frequency of Submittal

Annual each February

DATA REQUIREMENT DESCRIPTION

Purpose

The purposes of the Five Year Equipment Plan are: (1) Development of Center level equipment procurements and (2) Development of Center resource plans.

## Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation and submittal of a Five Year Equipment Plan. The plan shall provide the requirements and procedures for the preparation of the equipment procurement requirements necessary to performing the assigned program at SSC and MSFC.

## References

None listed.

None

## Exceptions/Additions to Referenced Requirements

## Preparation Instructions

The plan shall include, as a minimum, the following information:

- A. Equipment Requirement Index. This index includes the following elements: Contractor ID, Contractor Priority, Submitting Organization, Submitting Organization Priority, Equipment Name, New or Replace Equipment, Quantity, Cost.
- B. Individual Equipment Requirement Data Sheet. An Equipment Requirement Data Sheet will be developed for each line item of equipment required. The equipment requirement data sheet shall include: Header information as shown in paragraph A above, Equipment Name, Justification of Need, Submitting Organization Contact, NASA Technical Manager Concurrence and, where required, Approval of Project Manager.

Following review by NASA and Contractor, the equipment plan will be approved by the NASA Equipment Modernization Manager.

Plan requires NASA approval prior to implementation and subsequent revisions.

## Remarks

Implementation is based on resources. All equipment needs of the Contractor including information technology shall be included in the plan regardless of funding source or program.

DATA REQUIREMENT

DR Number, Date Revised

PT03

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Automated Information  
Security Incident

Responsible Office

RA30

P.W.S. Reference

2.1.4

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval : RA30 Information Technology (IT) Security Manager  
Concurrence:  
Information -

Initial Submittal Date

As IT Security incidents occur.

As of Milestone

As IT Security incidents occur.

Frequency of Submittal

When an IT security incident occurs meeting the criteria specified in NPG 2810.1, Sec 4.4. IT Security Incidents Reporting and Handling, it must be documented and transmitted within three (3) days.

DATA REQUIREMENT DESCRIPTION

Purpose

Reports on IT security incidents will be used to alert NASA and NASA Contractor Computer Security Officials (CSO) and Information Processing Service Organizations (IPSO) security official(s) of computer system vulnerabilities, unauthorized access to computer systems, and other problems adversely affecting NASA and NASA Contractors.

Scope

This Data Requirement Description (DRD) establishes the requirements for preparation and submittal of an IT Security Follow-on Incident Report.

References

NPG 2810.1, Sec. 4.4, IT Security Incidents Reporting and Handling, Security of Information Technology, Security of Information Technology, NPG 2810.1 and SSC Information Technology Security Incident Reporting and Handling Procedure, SPG 2810.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The report shall include, as a minimum, the following information: Incident Category, Date and time of incident notification Name of person or organization providing the incident notification, Date and time of incident Name, IP address, and SSC tag number of the SSC computer system and identification of any non-SSC computer system, Location of the computer system (building and room number), Type of computer system, Operating system (name and version), Cognizant organization, Identification of the computer system CSO, Primary function of the computer system, Classification of the computer system (sensitivity level and configuration), Method of penetration or virus infection, if known, Characterization of perpetrator(s) thought to be involved (i.e. insider, outsider), Preliminary estimate of damage, if known, and/or potential damage, Immediate corrective actions taken, Corrective actions planned, Organizations/personnel contacted, e.g. technical support, law enforcement, legal counsel, and public relations.

Data requiring written approval by procuring activity prior to implementation into the procurement or development program.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PT05

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Plan, Propellants and  
Pressurants Management

Responsible Office

VA60

P.W.S. Reference

2.1.1

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: VA60 Propellants Manager  
Concurrence:  
Information – HA20 Contracting Officer Technical Representative  
BA31 Contracting Officer

Initial Submittal Date

Within 45 days after start of contract.

As of Milestone

As of report date.

Frequency of Submittal

One time with annual review and update.

DATA REQUIREMENT DESCRIPTION

Purpose

Documents process to plan, forecast, order, receive, assure quality, store, track usage, conservation & reporting of all propellants and pressurants required for test programs assigned to the TOC.

Scope

This Data Requirement established the requirement for preparation and submittal of a Propellants and Pressurants Management Plan. This plan shall govern the operations of the propellant management function within the TOC contract.

References

PWS 2.1.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

This plan shall include but not be limited to development of procedures for: (1) Planning and forecasting the requirements; (2) Ordering and receiving propellants and pressurants; (3) Assuring the quality of media received; (4) tracking the usage of media; (5) establishing procedures and techniques for conserving media; and (6) Reporting of all elements of propellant management, including cost by commodity contract and user program. Electronic submission. This plan will be reviewed annually and updated as required.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None

### DATA REQUIREMENT

DR Number, Date Revised

PT06

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Propellants and  
Pressurants Forecast

Responsible Office

VA60

P.W.S. Reference

2.1.1.1

### SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: VA60 Propellants Manager  
Concurrence:  
Information – HA20 Contracting Officer Technical Representative  
BA31 Contracting Officer

Initial Submittal Date

Within 45 days after start of contract.

As of Milestone

As of report date.

Frequency of Submittal

Monthly

### DATA REQUIREMENT DESCRIPTION

Purpose

Documents process to plan, forecast, order, receive, assure quality, store, track usage, conservation & reporting of all propellants and pressurants required for test programs assigned to the TOC.

Scope

This Data Requirement established the requirement for preparation and submittal of a Propellants and Pressurants Forecast Report. This report shall forecast propellant and pressurants usage.

References

PWS 2.1.1.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

This report shall be prepared in accordance with the TOC Propellants and Pressurants Plan (DRD PT05). Electronic submission.  
Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PT07

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Plan, Automated  
Information Security

Responsible Office

RA30

P.W.S. Reference

2.1.4

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: RA30 IT Security Manager (ITSM)  
Concurrence:  
Information – AA00 Chief Information Officer, BA31 Contracting Officer and MSFC PS52  
RA40 Chief Information Management

Initial Submittal Date

30 days after start of contract.

As of Milestone

As of report date.

Frequency of Submittal

The Plan will be reviewed on an annual basis and an updated (if needed) will be submitted by the end of September of each year.

DATA REQUIREMENT DESCRIPTION

Purpose

This Plan establishes the security requirements governing Contractor and government data on government supplied computer systems at SSC and MSFC; and of Contractor owned computer systems.

## Scope

This Data Requirement Definition (DRD) establishes the plan for input into SSC's automated information security efforts on Government-owned and contractor supplied computer systems.

## References

NPG 2810.1

None

## Exceptions/Additions to Referenced Requirements

The Plan shall contain, as a minimum, the following information: IT risk assessments for the security of Contractor and government data on government supplied systems utilized by Contractor and of Contractor owned computer systems used on government property. Applicable security requirements include requirements for personnel screening. Requirements and techniques to assess the protective measures for the security of Contractor and government data on government supplied systems utilized by Contractor and of Contractor owned computer systems used on government property. Requirements for control of individual access and establishing the accountability of the individual related to the security of Contractor data on government supplied systems utilized by Contractor and of Contractor owned computer systems used on government property. Procedures to minimize the impact of incidents or disasters related to the security of Contractor and government data on government supplied systems utilized by Contractor and of Contractor owned computers. MS Word electronic format (SSC standard). The plan will be reviewed on an annual basis and updated as required. If no update is required, notification of the review process is required.

Data submitted to procuring activity for coordination, surveillance, or information. Plan requires NASA approval prior to implementation and subsequent revisions.

## Preparation Instructions

## Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PT08

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report, Test Capability  
Handbook

Responsible Office

HA20

P.W.S. Reference

1.7

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: HA20  
Concurrence:  
Information – TD70, VA00

Initial Submittal Date

120 days after start of contract.

As of Milestone

Annual review

Frequency of Submittal

Update as required according to the Annual review

DATA REQUIREMENT DESCRIPTION

Purpose

To provide NASA a comprehensive test capability handbook.

Scope

This Data Requirement Description (DRD) establishes the requirements for a consolidated Test Facility Capability Handbook, outlining test capabilities at SSC and MSFC.

References

NP-2001-07-00011-SSC

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

- Contract format is acceptable
- Handbook shall be structured to easily segregate SSC and MSFC assets.
- Integrate, update and maintain the existing SSC Test Facility Capability Handbook, NP-2001-07-00011-SSC
- Develop and maintain the MSFC comprehensive Test Facility Capability section within the Handbook.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PT09

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Plan, Core Capability

Responsible Office

HA20

P.W.S. Reference

2.7

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: HA20  
Concurrence:  
Information – VA00, TD70

Initial Submittal Date

120 days after start of contract.

As of Milestone

Annual review

Frequency of Submittal

Updated as required, annual review

DATA REQUIREMENT DESCRIPTION

Purpose

To provide NASA with a comprehensive plan to ensure operations and maintenance of core test capabilities.

Scope

The plan will specify Contractor approaches and recommendations for long term maintenance and sustainability of NASA test capability. Identify and propose consolidation opportunities, innovations, and efficiencies realized by using expertise and resources made available across facilities and centers. Stating management objectives to consolidate NASA's test and evaluation business practices, including a prioritized schedule of specific initiatives with supporting rationale, emphasizing standard procedures throughout the process.

None

References

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Electronic media required, Contractor format acceptable.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

SA01

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Plan, Personnel  
Certification

Responsible Office

QA00

P.W.S. Reference

1.1.1

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: SSC Training and Certification Board, QA00  
Concurrence: QS50, QS10  
Information – BA31 Contracting Officer, MSFC PS52, TD70, VA00

Initial Submittal Date

Thirty (30) days after contract start.

As of Milestone

As of last revision.

Frequency of Submittal

Per "Initial Submission Due" and revisions for significant changes in requirements.

DATA REQUIREMENT DESCRIPTION

Purpose

To define the total program requirements to establish, administer and control proficiency levels of special process personnel, as specified in the contract agreement.

### Scope

This Contractor shall prepare and submit a Plan implementing the development and maintenance of a training and certification program. It shall be required for those personnel participating in or responsible for controlling special processes having a significant effect upon product quality and/or involving essentially hazardous and/or critical operations.

### References

Applicable NASA 8700 series documents, SPG 8715.1, MPG 8715.1, MWI 3410.1

### Exceptions/Additions to Referenced Requirements

OSHA 29 CFR parts 1910, ANSI B31.1 and B31.3, ANSI/AWS D1.1 and D1.2

### Preparation Instructions

The Personnel Certification Plan shall include the following items:

- A. Personnel who satisfy certification requirements shall be issued a badge, certification card or other device as evidence of certification that shall be worn or carried on the person while performing these duties.
- B. Certification shall be for a specific period of time with recertification requiring retesting.
- C. Records shall be maintained in SSC's Training Certification & Records System (TCRS) and MSFC Certification Database (CERTRAK).
- D. The program shall include provisions for monitoring personnel performance as well as work quality and physical testing requirements to ensure their continued ability to meet all criteria.

Electronic 8 ½ X 11 format compatible with SSC Microsoft Office Suite.

Update as required. Maintain per GRS Schedule 5 Disposition Item 1, A1 NPG 1441.1.

Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc System upon SSC Cert Board approval with notice of TechDoc

Plan requires NASA approval prior to implementation and subsequent revisions.

### Remarks

Submit plan for approval to the NASA SSC Certification Board and an information copy to the Contracting Office and MSFC S&MA Office.

DATA REQUIREMENT

DR Number, Date Revised

SA02

Contract Number, Date, & Modification No.

TOC Effective:

Title

Plan, Safety and Health

Responsible Office

QA00

P.W.S. Reference

1.1.2.1

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: QA00 Office Of Safety & Mission Assurance  
Concurrence:  
Information – BA31 Contracting Officer, MSFC QS50, TD70, PS52

Initial Submittal Date

Draft due at Request for Proposal (RFP) submittal, Final approval submittal due five working days prior to contract start date.

As of Milestone

Start of contract and revisions thereof.

Frequency of Submittal

Initial as per "Initial Submittal Date" and when 10% of any page requires changing or sooner if the nature of the change warrants special consideration.

DATA REQUIREMENT DESCRIPTION

Purpose

To describe a program of activities and related controls designed for the protection of personnel, equipment and facilities to include occupational safety, health, and environmental protection.

## Scope

This data requirement description established the requirements for the preparation of a Plan covering safety controls to be applied by the Contractor for the protection of life and health of employees and other persons, and for the prevention of damage to property, materials, supplies, equipment and the environment.

## References

Safety and Health G.P. Clause NASA FAR Supplement 18-52.223.70, applicable NASA 8700 series documents and SPG 8500.2.

## Exceptions/Additions to Referenced Requirements

Applicable MSFC MPG 8500.1,8715.1 and other 1800 series MPD/ MPG documents

## Preparation Instructions

The Plan shall be based upon the current revision of the following standards to the extent that they are applicable to the Contractor's operations.

- A. OSHA 29 CFR
- B. CFR Part 49
- C. U.S. Environmental Protection Agency 40 CFR
- D. National Fire Protection Association, National Fire and Electrical Codes
- E. American National Standards Institute (ANSI, Safety series)
- F. SSC Safety Manual
- G. NASA Safety Manual
- H. American Society of Mechanical Engineers, Boiler and Unfired Pressure Vessel Code
- I. Accident Prevention Manual for Industrial Operations (NSC)
- J. National Fire Prevention Association Handbook for Fire Protection
- K. National Building Code
- L. Southern Building Code
- M. Industrial Ventilation Guide
- N. Illumination Engineering Society Handbook
- O. Heating, Ventilation Guide
- P. Factory Mutual Engineering Division Requirements
- Q. MIL STD 882
- R. Mississippi Department of Environmental Quality
- S. Alabama Department of Environmental Management

## Preparation Instructions (continued)

The plan shall describe the manner in which the Contractor shall implement the intent of the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed and to ensure compliance with contract safety, health and fire requirements. The Plan shall insure that required procedures are developed to indicate the condition of the overall safety program and identify needed areas of improvement. The Plan will include as appendixes a System Safety Plan and an Asbestos Control Program Plan, which describes in detail the work practices and precautions to be used to ensure asbestos fiber control. This Plan will include procedures for above ceiling entries or work where asbestos fibers may be in a friable form and state necessary personnel protective clothing and equipment for those buildings containing spray applied insulation.

Electronic 8 ½ X 11 format compatible with SSC Microsoft Office Suite.

The Plan shall be maintained in a current condition by page revision or complete reissue, as contractually determined, to reflect the latest program changes and hardware configuration. Maintain per GRS Schedule 5 Disposition Item 1, A1 NPG 1441.1. Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc System upon QA00 approval with notice of TechDoc posting submitted to NASA Contracts Deliverables System.

Plan requires NASA approval prior to implementation and subsequent revisions.

## Remarks

The plan shall define the safety and health program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities. The Safety and Health Plan shall include:

- a. Statement of management policy and commitment to provide for the safety of personnel and property and compliance with OSHA, EPA, and NASA requirements and flow down safety responsibilities between appropriate tiers (i.e. subcontractors).
- b. Method of hazard identification and control, e.g., hazard analysis, risk assessment and job safety evaluation.
- c. Descriptions of safety awareness and motivation programs, safety meeting requirements, and safety training for employees. Safety meeting statistics documented in the Supervisors Safety Web Page: [http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP\\_login.taf](http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
- d. Methods to make certain that clear statements of hazardous situations and necessary cautions are included in appropriate detail plans, procedures, and other working documents.
- e. Means for ensuring that each employee understands how to recognize hazards and how to avoid having accidents.
- f. Procedures for certification of personnel performing potentially hazardous operations. Certification establishes that training requirements and physical conditions have been satisfied by examination, testing, on-the-job performance, or other comparable techniques. Job categories under the contracted effort that require certification should be identified.

## Remarks (Continued)

- g. Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for recycling and disposal of hazardous waste.
- h. Method of ensuring that emergency plans and procedures are current and sufficient.
- i. Method for reporting and investigation accidents and incidents (mishaps), including an outline of reporting requirements and a description of how accident cause analysis is to be accomplished.
- j. Provisions for safety and health services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
- k. Requirements for formal safety inspections and correction of deficiencies.
- l. Provisions for training personnel in critical tasks which, if done improperly, could result in injury to personnel or damage to equipment.
- m. The plan should set forth means of program evaluation, identifying duties, methods and frequency of internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action.
- n. The plan should provide a schedule of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.
- o. The plan should describe a method for making approved revisions to the safety and health program as necessary.
- p. The plan should detail commitments in the above areas in sufficient detail that they can be verified during subsequent periodic audits.
- q. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.
- r. Maintain and inventory explosive and TEA/TEB storage areas, perform safety inspections, verify compliance with procedures.

Update approved Plan when 10% of any page requires changing or sooner if the nature of the change warrants special consideration.

DATA REQUIREMENT

DR Number, Date Revised

SA03

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Report. Mishap

Responsible Office

QA00

P.W.S. Reference

None

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: QA00 Office Of Safety & Mission Assurance  
Concurrence:  
Information – BA31 Contracting Officer  
HA20 Contracting Officer Technical Representative  
CA00 Chief Counsel  
AA00, HA00, IA00, RA00, and VA00 Technical Managers, MSFC PS52,  
TD70, QS10, QS50

Initial Submittal Date

Within 24 hours of mishap.

As of Milestone

As of mishap.

Frequency of Submittal

Accidents/incidents determined to be a Class A, B or C or critical close calls or mission failures will be reported using NASA Form 1627. Part 1 of Form 1627 is required within 24 hours with the completed Form submitted within 10 days.

DATA REQUIREMENT DESCRIPTION

Purpose

To report accidents or mishaps and to identify the cause and corrective action.

## Scope

These requirements apply to all activities and employees under the scope of this contract whether on SSC or at other locations.

## References

MWI 8621.1 Close Call and Mishap Reporting and Investigation

## Exceptions/Additions to Referenced Requirements

Accident Reporting, Trend Analysis and Corrective Action, NASA NPG 8621.1, SPG 8715.1, OSHA 29 and CFR 1910

## Preparation Instructions

SSC: Telephone reports will contain information required by NASA Form 1627 and followed up by that form. Within 24 hours, Class A, B, C mishaps or critical close calls and mission failures will be reported using Part 1 of Form 1627. The complete form is required within 10 days after initial report. NASA Form 1627, IRIS. Form 1627 will be retained for 5 years.

## MSFC:

- Mishap and Close Calls
  - a. Type A or B mishaps only; immediate telephone notification (256-544-0046).
  - b. Type A, B and C mishaps: Flash Report within 4 hours on event (use MSFC form 4370), submit electronically (at [https://msfesma3.msfc.nasa.gov/s&ma\\_01/mishap/index.htm](https://msfesma3.msfc.nasa.gov/s&ma_01/mishap/index.htm)) or by telephone [Call 256-544-4357(4-HELP); ask operator to fill out MSFC form 4370 or Flash report]. NASA form 1627 due within 6 calendar days of mishap.
  - c. All mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
  - d. Mishap Board Report due after completion of investigation on actual Type A, B, C mishaps or Close Calls with potential Type A or B impact.

Data submitted to procuring activity for coordination, surveillance, or information.

## Remarks

Use NASA Mishap Report Form 1627, MSFC forms 4370 & 4371, as required and NASA Incident Reporting & Information Suite (IRIS) database.

DATA REQUIREMENT

DR Number, Date Revised

SA04

Contract Number, Date, &  
Modification No.

TOC  
Effective:

Title

Plan, Mission Assurance

Responsible Office

QA00

P.W.S. Reference

1.1.2.2

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: QA00 Office Of Safety & Mission Assurance  
Concurrence: MSFC QS10  
Information – BA31 Contracting Officer, HA00, VA00, and MSFC PS52, OS10, TD70

Initial Submittal Date

Thirty (30) days after contract start.

As of Milestone

Start of contract

Frequency of Submittal

Initial as per "Initial Submittal Date" and revisions for significant changes as required.

DATA REQUIREMENT DESCRIPTION

Purpose

To outline the overall quality assurance & control, reliability and maintainability program of the Contractor, providing the methods to accomplish and satisfy contractual requirements.

## Scope

This data requirement description establishes the requirement for the preparation of a Mission Assurance Plan. It shall cover the organizational relationship and responsibilities of management and the quality inspection and engineering functions. The authority and duties of persons and organizations performing quality & reliability implementation and assurance functions shall be clearly established and delineated and shall have sufficient authority and organizational freedom to identify problems as well as initiate, recommend or provide solutions. The NASA approved Mission Assurance Plan will be the governing document for the implementation and maintenance of the Contractor's Quality, Reliability & Maintainability Program.

## References

Applicable NASA 8700 series, SPG 1280.1, MSFC QS-QA-004 latest revision, TD70-008

## Exceptions/Additions to Referenced Requirements

AWSD1.1 and D1.2 Structural Welding Code, ANSI B 31.1 and B 31.3 Pressure Piping

## Preparation Instructions

The Plan shall outline the proposed system for providing the following:

- A. Recorded evidence, in the form of quality inspection reports and test results.
- B. Documented evidence that articles are fabricated, inspected and tested in accordance with the requirements specified on the Work Authorization Document (WAD) and necessary changes are accomplished in accordance with requirements.
- C. Control of raw material to determine conformance to the applicable specification, drawing or WAD documentation.
- D. Performance of sufficient inspection and test part components and assemblies to insure that prior to delivery, all articles conform to the applicable specification described on the WAD. The inspection shall include: workmanship, finish, cleanliness, FOD control, construction, functional performance, identification, marking and the criteria for determining quality conformance or rejection of the articles. (This inspection is not applicable for receiving, processing and shipping of articles.)
- E. Control of non-conforming articles to prevent their use.
- F. Control of inspection, measuring, and test equipment to insure conformance of articles to contract requirements.
- G. A system for indicating the inspection status of articles.
- H. Sampling inspection to determine quality conformance.
- I. A comprehensive system of planned and periodic audits shall be carried out to verify compliance with all aspects of MA program.
- J. Customer satisfaction & continuous improvement approach.
- K. Flow down quality requirements for purchasing.
- L. Maintenance and storage of quality records.

Electronic 8 1/2 X 11 format compatible with SSC Microsoft Office Suite.

The Plan shall be maintained in current condition by page revision or complete reissue, as contractually determined to reflect the latest program changes and hardware configuration. Maintain per GSA Schedule 5 Disposition Item 1, A1 NPG 1441.1

Plan requires NASA approval prior to implementation and subsequent revisions.

Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc System upon QA00 approval with notice of TechDoc posting submitted to NASA Contracts Deliverables System.

## Remarks

Update Plan and submit for approval as required.

**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**SECTION J**

**ATTACHMENT J-3**

**TEST OPERATIONS CONTRACT**

**AWARD FEE EVALUATION PLAN**

**Table of Contents**

**Section I. Introduction**

- A. Purpose
- B. Award Fee Provisions

**Section II. Procedures for Determining Award Fee**

**Section III. Changes in Plan Coverage**

- A. Right to Make Unilateral Changes
- B. Method for Changing Plan Coverage

**Attachments**

|                |  |
|----------------|--|
| Attachment I   | Award Fee Evaluation Factors                       |
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| Attachment III | Adjectival Ratings And Associated Numerical Scores |
| Attachment IV  | Award Fee Evaluation Period                        |
| Attachment V   | Provisional Payment Rate                           |

**AWARD FEE EVALUATION PLAN****SECTION I. INTRODUCTION****A. Purpose**

The purpose of the award fee process is: (1) to encourage and motivate excellent performance in such areas as safety, quality, timeliness, technical ingenuity, and cost-effective management in fulfilling requirements set forth in this contract; (2) to provide flexibility for changes in management, business, and performance emphasis or concern established by the Government; and (3) to foster effective communications between the Government and the Contractor.

**B. Award Fee Provisions**

This award fee evaluation plan has been developed in accordance with FAR, NASA FAR Supplement, and other guidelines. The Contractor can earn award fee from a minimum of zero dollars to a maximum stated in Clause B.4, Estimated Cost and Award Fee (NASA FAR Supplement 1852.216-85) of this contract. Changes to these award fee provisions will be via bilateral modification, except for internal NASA processes, performance evaluation factors, and special emphasis areas, which are established unilaterally by NASA.

Under award fee provisions, NASA may evaluate the Contractor on any area of performance within the overall contract. A significant element of any award fee evaluation shall be the Contractor's demonstrated performance in meeting or exceeding the Statement of Work performance standards. Thus, while the award fee process is subjective, these more objective measurable standards may be used in award fee evaluation.

**SECTION II. PROCEDURES FOR DETERMINING AWARD FEE**

The Government will evaluate the Contractor's performance every six (6) months. All periodic performance evaluations will be final. "Days" refers to calendar days in this plan. Procedures to be followed in monitoring, assessing, and evaluating Contractor performance during each period are set forth below and further specified in the Clause G.9, Award Fee For Service Contracts (NASA FAR Supplement 1852.216-76); SPG 1152.1, and NASA FAR Supplement 1816.405-2 for Service Contracts,

The total award fee earned by the Contractor shall be determined based on evaluation of the Contractor's performance of contract requirements conducted through assessments by Government performance monitors. Technical performance, cost control, and business management will be included as evaluation factors, with weights of 65%, 25%, and 10%, respectively, of the total available award fee. The award fee evaluation factors are appended to this plan as Attachment I. A narrative description of the evaluation factors is attached as Attachment II. The adjectival ratings and associated numerical scores are attached as Attachment III.

Emphasis will be directed at particular areas under the contract, which appear to the Government to be in need of special attention, and will be used in judging the Contractor's performance. Areas of emphasis may not cover all contract requirements that will be evaluated in

determining award fee scores and dollars earned. No later than 45 days prior to the start of each evaluation period, the Contractor may submit to the Contracting Officer recommended areas of special emphasis for the ensuing evaluation period that are within the evaluation factors listed in Attachment II. Consideration will be given to the Contractor's recommendations; however, it is the Government's responsibility to establish the areas of emphasis. The Contractor will be advised by letter from the Contracting Officer of the specific areas of emphasis indicating where the Contractor is to place management attention. This notification will be provided to the Contractor 30 days prior to the beginning of each six-month evaluation period. The Contracting Officer may notify the Contractor at a later date of any alteration of areas of emphasis.

After the end of each evaluation period, the PEB, after assessing all performance information, will report findings and recommendations to the FDO. The FDO will review the record, including the Board's findings and recommendations, will determine whether, and to what extent the Contractor's performance for the preceding evaluation period warrants payment of a pro rata share of the Available Award Fee provided for in Clause B.4, Estimated Cost and Award Fee (NASA FAR Supplement 18-52.216-85).

The FDO's decision will be in writing and will be furnished to the Contractor by the Contracting Officer. The decision will set forth the reasons for concluding that the Award Fee was earned or not earned so that the Contractor will know those areas of its operation that are exemplary or require improvement.

The Contractor keeps the fee earned in any performance period regardless of the evaluations received in subsequent rating periods. Unearned award fee in any rating period in this contract is lost and cannot be carried forward, or "rolled-over", into subsequent periods.

### **SECTION III. CHANGES IN PLAN COVERAGE**

#### **A. Right To Make Unilateral Changes**

In accordance with this plan, the Government may unilaterally change the matters in this plan, not otherwise requiring mutual agreement under the contract, provided the Contractor receives notice of the changes at least 30 calendar days PRIOR TO the beginning of the evaluation period to which the changes apply. The determination and the methodology for determining the award fee are unilateral decisions made solely at the discretion of the Government. Administrative changes shall be at the discretion of the Government and may be made at any time.

#### **B. Method For Changing Plan Coverage**

The method to be followed for changing the plan coverage is described below:

1. Personnel involved in the administration of the award fee provisions of the contract are encouraged to recommend plan changes with a view toward changing management emphasis, motivating higher performance levels, or improving the award fee determination process. Recommended changes should be sent to the PEB Chairperson.
2. Prior to the end of each evaluation period, the PEB Chairperson will determine if any changes will apply to the next evaluation period. If the changes are significant, the Procurement Officer must approve the revised plan.

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**Attachment I      Award Fee Evaluation Factors**

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| <b><u>EVALUATION FACTORS</u></b>           | <b><u>WEIGHT</u></b> |
|--|----------------------|
| <b>1. Safety and Technical Performance</b> | <b>65%</b>           |
| Safety                                     |                      |
| Project Management                         |                      |
| Use of Resources                           |                      |
| Timeliness                                 |                      |
| Quality                                    |                      |
| <b>2. Cost Control</b>                     | <b>25%</b>           |
| <b>3. Business Management</b>              | <b>10%</b>           |
| Management Support                         |                      |
| Contract/Subcontract Management            |                      |

(End of Attachment)

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**Attachment II Narrative Description Of Evaluation Factors**

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1. Factors used to evaluate the Contractor's SAFETY AND TECHNICAL PERFORMANCE are as follows:

SAFETY

The Contractor will be evaluated on how well the Contractor has conformed to the contract safety requirements, approved safety procedures, clauses of the contract entitled "Safety and Health" and "Major Breach of Safety or Security" (See H.1), and other pertinent guidelines. Protection of the public, astronauts, employees, facilities, and equipment must be demonstrated.

The Contractor will be evaluated on maintaining an effective safety and health program. Consideration will be given to the lost time frequency rate, number of lost time injuries, exposure of personnel, and accident/incident dollar losses. The Government will rely partially on the Contractor's quarterly reports, as required by the Safety and Health Clause, for evaluating the latter mentioned areas. If there is a major breach of safety, as a result of Contractor negligence, there will be an overall award fee determination of zero for any evaluation period in which the major breach occurs. A major breach of safety is an act or omission of the Contractor that consists of an accident, incident, or exposure resulting in a fatality or mission failure; or in damage to equipment or property equal to or greater than \$1 million; or in any "willful" or "repeat" violation cited by the Occupational Health and Safety Administration (OSHA) or by a state agency operating under an OSHA approved plan. A major breach of safety must be related directly to the contract. The Contractor will be evaluated on the maintenance of an effective Safety and Health Program by subcontractors the same as if performed by its own employees.

The Contractor will be evaluated for compliance with the Mississippi Department of Environmental Quality, Alabama Department of Environmental Management and the U. S. Environmental Protection Agency (EPA) regarding proper use, handling, and storage of hazardous materials. The Government will conduct quarterly Environmental Management System assessments of environmentally related processes to assure adherence to specific requirements as stated in the SSC Environmental Management System Procedures and Guidelines, SPG 8500.1 and MSFC MPG 8715.1. A major breach of environmental compliance is defined as liability or fines exceeding \$1 million; or any "willful" or "repeat" violation cited by the EPA.

PROJECT MANAGEMENT

The Contractor will be evaluated on the Contractor's project management performance and leadership, including the following:

- The understanding of and response to Government requirements
- Management initiative in preventing, detecting, correcting, and reporting problem areas
- The effectiveness of management in regard to planning, scheduling, coordinating supervising, and follow-up functions
- Professional conduct in support of mission requirements at all levels
- The Contractor's organizational structure including lines of communication

- Technical ingenuity
- Management systems' reporting
- Risk management for all NASA mission-essential systems supported by the Contractor
- Performance reporting (fiscal, schedule and manpower)
- The establishment and maintenance of proper controls, including work control, export control, and security
- An exhibited ability to seek and develop areas for innovation, consolidation, and streamlining

If there is a major breach of security as a result of Contractor negligence, there will be an overall fee determination of zero for any evaluation period in which the major breach occurs. Security is the condition of safeguarding against espionage, sabotage, crime (including computer crime), or attack. A major breach of security may arise from any of the following: compromise of classified information; illegal technology transfer; workplace violence resulting in criminal conviction; sabotage; compromise or denial of information technology services; damage or loss greater than \$250,000 to the Government; or theft. A major breach of security may occur on or off Government installations, but must be related directly to the work on the contract. Specific evaluation of individuals will not be made. The Contractor will be evaluated on project management for work performed by subcontractors as if performed by its own employees.

#### USE OF RESOURCES

The Contractor will be evaluated on the efficiency and economical manner employed in utilizing labor and material resources. The basis for evaluating this factor will be the use of resources both Contractor and Government Furnished. The availability, capability and retention of adequately trained, certified, and supervised personnel, as well as the efficiency of their utilization across and within the two centers will be evaluated. Also evaluated will be the overall efficiency in the use of facilities and equipment, including breakage, damage, industrial safety practices, and loss experienced in operating equipment and personal property. The Contractor will be evaluated on use of resources for work performed by subcontractors as if performed by its own employees.

#### **TIMELINESS**

The Contractor will be evaluated on the timeliness of responses to communications and contacts, adhering to completion schedules in performing work assigned, and applying priorities among requirements. In evaluating this factor, allowances will be made for changes in schedule requirements due to change in scope of work requested. The ability of the Contractor to promptly respond to changes in project/program emphasis will also be considered. The Contractor will be evaluated on timeliness of work performed by subcontractors as if performed by its own employees.

#### QUALITY

The Contractor will be evaluated on the maintenance of an effective quality program and implementation of performance measures that ensure continuous high quality products and services. The level of quality of required services performed and required end products delivered within the scope of this contract will be evaluated. In determining the level of quality, consideration will be given for performing required quality inspections, and the frequency and

extent of quality deficiencies requiring rework. The Contractor's overall management awareness of the quality program status and effectiveness in ensuring continuous high quality services and products will be evaluated. The Contractor will be evaluated on the quality of work performed by subcontractors as if performed by its own employees.

2. Factors used to evaluate the Contractor's COST CONTROL are as follows:

The Contractor will be evaluated on cost control performance for the overall contract, baselined against the negotiated costs of the contract. The factors used to evaluate cost control are a comparative analysis of actual cost to negotiated cost by elements of cost for the overall contract, and the reasons for identified variances. An analysis of cost control performance will give consideration to changed service requirements, changed statutory requirements, and/or other changes beyond the Contractor's control that impact contract costs. Each cost element will be analyzed to determine its effect on total reimbursable costs. At the end of each period, the Contractor will be given the opportunity to explain any variances.

The evaluation of cost control will consider the impact of overruns and under runs of the negotiated costs. The Contractor will be scored downward when there is a significant overrun within its control or may receive a higher score for cost control if the overrun is insignificant. Scores will decrease sharply as the size of the overrun increases. The evaluation of the Contractor's overrun performance will be considered. An assessment will be made of the effectiveness of the Contractor's efforts to control or mitigate the overrun. The Contractor should be rewarded for an under run within its control, provided the average rating for all other award fee factors is not below satisfactory.

Emphasis on cost control will be balanced against other performance requirement objectives. The Contractor will not be incentivized to pursue cost control to a degree that overall performance is degraded, for example, incentivizing an under run that results in direct negative impacts on technical performance, safety, or other critical contract objectives.

3. Factors used to evaluate the Contractor's BUSINESS MANAGEMENT performance are as follows:

MANAGEMENT SUPPORT

The Contractor will be evaluated on the effectiveness of the Contractor's administration and overall compliance with all terms and conditions of the contract. Specific areas to be evaluated will include the following:

- The ability to achieve improvements in consistency and efficiency by identifying and implementing best business practices, streamlining and consolidating business and technical processes.
- The supply and administration of a flexible, competent, and qualified staff, integrated across all testing sites, to fully support and accomplish the contract requirements.
- Labor policies and practices for effectiveness in prevention of disputes, legal or regulatory citations, or disruption of contract performance.

CONTRACT/SUBCONTRACT MANAGEMENT

The Contractor will be evaluated on the effectiveness of the management approach in fulfilling contract requirements. Specific areas to be evaluated will include the following:

- Immediately notifies the TMR, Contracting Officer, and Contracting Officer Technical Representative of any changes in Key Personnel, accidents, incidents, or critical/sensitive issues affecting contract management.
- Maintains internal audit and internal control programs to prevent or eliminate waste, fraud, and abuse.
- Provides timely notification for the prime contract as contemplated by the Limitation of Funds Clause or Limitation of Cost Clause. Provides timely and adequately supported prime cost proposals in response to change orders and/or new requirements.
- Submits timely and accurate data deliverables in response to applicable Data Requirements Documents.
- Complies with approved small business program and actively supports the placement of requirements with qualified small business Contractors.
- Resolves any problems with other on-site Contractors and subcontractors expeditiously without Government assistance. Accomplishes purchase order/subcontract closeouts in a timely manner.

(End of Attachment)

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**Attachment III      Adjectival Ratings And Associated Numerical Scores**

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1. A scoring system of 0-100 shall be used for all award fee ratings. Award fee earned is determined by applying the numerical score to the award fee pool. For example, a score of 85 yields an award fee of 85% of the award fee pool. No award fee shall be paid unless the total score is 61 or greater.

2. The following are standard adjectival ratings and associated numerical scores applicable to this Contract:

Excellent (100-91): Of exceptional merit; exemplary performance in a timely, efficient, and economical manner, very minor (if any) deficiencies with no adverse effect on overall performance.

Very Good (90-81): Very effective performance, fully responsive to contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor deficiencies with no adverse effect on overall performance.

Good (80-71): Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.

Satisfactory (70-61): Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.

Poor/Unsatisfactory (less than 61): Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

3. As a benchmark for evaluation, in order to be rated Excellent, the Contractor must be on, or under cost; on, or ahead of schedule; and have provided excellent technical performance.

(End of Attachment)

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**Attachment IV      Award Fee Evaluation Periods**

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**The Evaluation Periods set forth in the contract schedule are as follows:**

| PERIOD                 | EVALUATION PERIOD   | CLIN        | AVAILABLE AWARD FEE | AWARD FEE EARNED | SCORE | RATING | Fee Mod # |
|------------------------|---------------------|-------------|---------------------|------------------|-------|--------|-----------|
| <b>Base</b>            |                     |             |                     |                  |       |        |           |
| 1                      | 08/01/03 – 01/31/04 | 001A (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002A (MSFC) | TBD                 | TBD              |       |        |           |
| 2                      | 02/01/04 – 07/31/04 | 001A (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002A (MSFC) | TBD                 | TBD              |       |        |           |
| 3                      | 08/01/04 – 01/31/05 | 001A (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002A (MSFC) | TBD                 | TBD              |       |        |           |
| 4                      | 02/01/05 – 07/31/05 | 001A (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002A (MSFC) | TBD                 | TBD              |       |        |           |
| <b>Option Period 1</b> |                     |             |                     |                  |       |        |           |
| 5                      | 08/01/05 – 01/31/06 | 001B (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002B (MSFC) | TBD                 | TBD              |       |        |           |
| 6                      | 02/01/06 – 07/31/06 | 001B (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002B (MSFC) | TBD                 | TBD              |       |        |           |
| 7                      | 08/01/06 – 01/31/07 | 001B (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002B (MSFC) | TBD                 | TBD              |       |        |           |
| 8                      | 02/01/07 – 07/31/07 | 001B (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002B (MSFC) | TBD                 | TBD              |       |        |           |
| <b>Option Period 2</b> |                     |             |                     |                  |       |        |           |
| 9                      | 08/01/07 – 01/31/08 | 001C (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002C (MSFC) | TBD                 | TBD              |       |        |           |
| 10                     | 02/01/08 – 07/31/08 | 001C (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002C (MSFC) | TBD                 | TBD              |       |        |           |
| 11                     | 08/01/08 – 01/31/09 | 001C (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002C (MSFC) | TBD                 | TBD              |       |        |           |
| 12                     | 02/01/09 – 07/31/09 | 001C (SSC)  | TBD                 | TBD              |       |        |           |
|                        |                     | 002C (MSFC) | TBD                 | TBD              |       |        |           |

The Contractor can earn award fee from a minimum of zero dollars to the maximum available award fee for each period above as stated in NASA FAR Supplement clause 1852.216-85, "Estimated Cost and Award Fee" of the contract. A portion of the total available award fee is allocated to each of the evaluation periods. The allocations are in equal distributions of fee among the periods, based on the nature of the contract.

(End of Attachment)

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**Attachment V      Provisional Payment Rate**

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| <b>AWARD FEE RATING</b> | <b>PROVISIONAL PAYMENT RATE</b> |
|-------------------------|---------------------------------|
| 100-91                  | 80%                             |
| 90-81                   | 70%                             |
| 80-71                   | 60%                             |
| 70-61                   | 50%                             |
| 60 and below            | 0%                              |

(End of Attachment)

**Part III - List of Documents, Exhibits  
and Other Attachments**

**Attachment J-4**

**SSC Wage Determination #94-2302(14)**

**And**

**MSFC Wage Determination #1973-1017**

**Collective Bargaining Agreement between LB&B Associates Inc. and the  
Building Trades Council**

(These lists will be found in a separate folder)

REGISTER OF WAGE DETERMINATIONS UNDER THE  
SERVICE CONTRACT ACT

By direction of the Secretary of Labor

William W. Gross Director    Division of Wage  
Determinations

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Wage Determination No.: 2005-0173

Revision No.: 1

Date of Last Revision: 07/08/2005

State: Mississippi

Area: Mississippi County of Hancock

Employed on U.S. National Aeronautics and Space Administration contract for test operation services at NASA STENNIS and Marshall Space Flight Centers at the above locality.

Collective Bargaining Agreement between Jacobs Sverdrup Incorporated and Building Trades Council effective May 14, 2005 through May 15, 2009.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

#10#13

94-2007 AL, HUNTSVILLE

WAGE DETERMINATION NO: 94-2007 REV (30) AREA: AL, HUNTSVILLE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY \*\*OTHER WELFARE LEVEL WD:94-2008

\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross  
Director  
Division of  
Wage Determinations

Wage Determination No.: 1994-2007  
Revision No.: 30  
Date Of Revision: 05/23/2005

States: Alabama, Tennessee

Area: Alabama Counties of Colbert, Franklin, Jackson, Lauderdale, Lawrence,  
Limestone, Madison, Marion, Marshall, Morgan, Winston  
Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

| OCCUPATION CODE - TITLE                                 | MINIMUM WAGE RATE |
|---|-------------------|
| 01000 - Administrative Support and Clerical Occupations |                   |
| 01011 - Accounting Clerk I                              |                   |
| 01012 - Accounting Clerk II                             | 10.60             |
| 01013 - Accounting Clerk III                            | 12.77             |
| 01014 - Accounting Clerk IV                             | 14.62             |
| 01030 - Court Reporter                                  | 16.77             |
| 01050 - Dispatcher, Motor Vehicle                       | 17.16             |
| 01060 - Document Preparation Clerk                      | 15.10             |
| 01070 - Messenger (Courier)                             | 12.47             |
| 01090 - Duplicating Machine Operator                    | 8.14              |
| 01110 - Film/Tape Librarian                             | 12.47             |
| 01115 - General Clerk I                                 | 10.72             |
| 01116 - General Clerk II                                | 9.11              |
| 01117 - General Clerk III                               | 10.25             |
| 01118 - General Clerk IV                                | 11.18             |
| 01120 - Housing Referral Assistant                      | 13.15             |
| 01131 - Key Entry Operator I                            | 17.51             |
| 01132 - Key Entry Operator II                           | 10.29             |
| 01191 - Order Clerk I                                   | 12.26             |
| 01192 - Order Clerk II                                  | 10.22             |
| 01261 - Personnel Assistant (Employment) I              | 13.88             |
| 01262 - Personnel Assistant (Employment) II             | 10.10             |
| 01263 - Personnel Assistant (Employment) III            | 13.31             |
| 01264 - Personnel Assistant (Employment) IV             | 14.87             |
| 01270 - Production Control Clerk                        | 16.10             |
| 01290 - Rental Clerk                                    | 16.82             |
| 01300 - Scheduler, Maintenance                          | 10.72             |
| 01311 - Secretary I                                     | 15.32             |
| 01312 - Secretary II                                    | 15.32             |
| 01313 - Secretary III                                   | 17.16             |
| 01314 - Secretary IV                                    | 19.14             |
| 01315 - Secretary V                                     | 21.27             |
| 01320 - Service Order Dispatcher                        | 23.54             |
| 01341 - Stenographer I                                  | 12.80             |
| 01342 - Stenographer II                                 | 13.51             |
| 01400 - Supply Technician                               | 15.32             |
| 01420 - Survey Worker (Interviewer)                     | 21.27             |
| 01460 - Switchboard Operator-Receptionist               | 16.43             |
|   | 10.37             |

|  |       |
|--|-------|
| 01510 - Test Examiner                                |       |
| 01520 - Test Proctor                                 | 17.16 |
| 01531 - Travel Clerk I                               | 17.16 |
| 01532 - Travel Clerk II                              | 9.37  |
| 01533 - Travel Clerk III                             | 9.92  |
| 01611 - Word Processor I                             | 10.58 |
| 01612 - Word Processor II                            | 12.27 |
| 01613 - Word Processor III                           | 13.77 |
| 03000 - Automatic Data Processing Occupations        | 15.39 |
| 03010 - Computer Data Librarian                      |       |
| 03041 - Computer Operator I                          | 13.06 |
| 03042 - Computer Operator II                         | 13.22 |
| 03043 - Computer Operator III                        | 17.17 |
| 03044 - Computer Operator IV                         | 18.39 |
| 03045 - Computer Operator V                          | 23.48 |
| 03071 - Computer Programmer I (1)                    | 26.39 |
| 03072 - Computer Programmer II (1)                   | 19.93 |
| 03073 - Computer Programmer III (1)                  | 23.89 |
| 03074 - Computer Programmer IV (1)                   | 27.62 |
| 03101 - Computer Systems Analyst I (1)               | 27.62 |
| 03102 - Computer Systems Analyst II (1)              | 27.62 |
| 03103 - Computer Systems Analyst III (1)             | 27.62 |
| 03160 - Peripheral Equipment Operator                | 27.62 |
| 05000 - Automotive Service Occupations               | 13.22 |
| 05005 - Automotive Body Repairer, Fiberglass         |       |
| 05010 - Automotive Glass Installer                   | 17.50 |
| 05040 - Automotive Worker                            | 15.94 |
| 05070 - Electrician, Automotive                      | 15.94 |
| 05100 - Mobile Equipment Servicer                    | 16.73 |
| 05130 - Motor Equipment Metal Mechanic               | 14.45 |
| 05160 - Motor Equipment Metal Worker                 | 17.50 |
| 05190 - Motor Vehicle Mechanic                       | 15.94 |
| 05220 - Motor Vehicle Mechanic Helper                | 15.98 |
| 05250 - Motor Vehicle Upholstery Worker              | 12.52 |
| 05280 - Motor Vehicle Wrecker                        | 15.22 |
| 05310 - Painter, Automotive                          | 15.94 |
| 05340 - Radiator Repair Specialist                   | 15.28 |
| 05370 - Tire Repairer                                | 15.94 |
| 05400 - Transmission Repair Specialist               | 12.75 |
| 07000 - Food Preparation and Service Occupations     | 17.50 |
| (not set) - Food Service Worker                      |       |
| 07010 - Baker  | 8.09  |
| 07041 - Cook I                                       | 10.84 |
| 07042 - Cook II                                      | 9.14  |
| 07070 - Dishwasher                                   | 10.27 |
| 07130 - Meat Cutter                                  | 7.57  |
| 07250 - Waiter/Waitress                              | 12.41 |
| 09000 - Furniture Maintenance and Repair Occupations | 6.82  |
| 09010 - Electrostatic Spray Painter                  |       |
| 09040 - Furniture Handler                            | 17.56 |
| 09070 - Furniture Refinisher                         | 13.94 |
| 09100 - Furniture Refinisher Helper                  | 17.56 |
| 09110 - Furniture Repairer, Minor                    | 14.41 |
| 09130 - Upholsterer                                  | 15.98 |
| 11030 - General Services and Support Occupations     | 17.56 |
| 11030 - Cleaner, Vehicles                            |       |
| 11060 - Elevator Operator                            | 8.16  |
| 11090 - Gardener                                     | 8.06  |
| 11121 - House Keeping Aid I                          | 12.11 |
| 11122 - House Keeping Aid II                         | 7.13  |
| 11150 - Janitor                                      | 8.62  |
| 11210 - Laborer, Grounds Maintenance                 | 8.06  |
| 11240 - Maid or Houseman                             | 10.00 |
| 11270 - Pest Controller                              | 6.63  |
| 11300 - Refuse Collector                             | 12.10 |
| 11330 - Tractor Operator                             | 10.21 |
| 11360 - Window Cleaner                               | 12.08 |
| 12000 - Health Occupations                           | 8.24  |

|   |       |
|---|-------|
| 12020 - Dental Assistant  |       |
| 12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver | 13.87 |
| 12071 - Licensed Practical Nurse I                                    | 14.33 |
| 12072 - Licensed Practical Nurse II                                   | 12.46 |
| 12073 - Licensed Practical Nurse III                                  | 14.00 |
| 12100 - Medical Assistant   | 15.68 |
| 12130 - Medical Laboratory Technician                                 | 9.81  |
| 12160 - Medical Record Clerk  | 13.21 |
| 12190 - Medical Record Technician                                     | 11.28 |
| 12221 - Nursing Assistant I   | 13.60 |
| 12222 - Nursing Assistant II  | 8.09  |
| 12223 - Nursing Assistant III   | 9.09  |
| 12224 - Nursing Assistant IV  | 9.92  |
| 12250 - Pharmacy Technician   | 11.13 |
| 12280 - Phlebotomist  | 12.24 |
| 12311 - Registered Nurse I  | 11.89 |
| 12312 - Registered Nurse II   | 19.83 |
| 12313 - Registered Nurse II, Specialist                               | 24.27 |
| 12314 - Registered Nurse III  | 24.27 |
| 12315 - Registered Nurse III, Anesthetist                             | 29.36 |
| 12316 - Registered Nurse IV   | 29.36 |
| 13000 - Information and Arts Occupations                              | 35.18 |
| 13002 - Audiovisual Librarian   |       |
| 13011 - Exhibits Specialist I   | 21.15 |
| 13012 - Exhibits Specialist II  | 17.77 |
| 13013 - Exhibits Specialist III                                       | 21.76 |
| 13041 - Illustrator I   | 26.45 |
| 13042 - Illustrator II  | 17.77 |
| 13043 - Illustrator III   | 21.76 |
| 13047 - Librarian   | 26.45 |
| 13050 - Library Technician  | 20.75 |
| 13071 - Photographer I  | 14.67 |
| 13072 - Photographer II   | 13.58 |
| 13073 - Photographer III  | 15.68 |
| 13074 - Photographer IV   | 18.78 |
| 13075 - Photographer V  | 22.96 |
| 15000 - Laundry, Dry Cleaning, Pressing and Related Occupations       | 27.87 |
| 15010 - Assembler   |       |
| 15030 - Counter Attendant   | 7.13  |
| 15040 - Dry Cleaner   | 7.13  |
| 15070 - Finisher, Flatwork, Machine                                   | 8.95  |
| 15090 - Presser, Hand   | 7.13  |
| 15100 - Presser, Machine, Drycleaning                                 | 7.13  |
| 15130 - Presser, Machine, Shirts                                      | 7.13  |
| 15160 - Presser, Machine, Wearing Apparel, Laundry                    | 7.51  |
| 15190 - Sewing Machine Operator                                       | 9.46  |
| 15220 - Tailor  | 9.89  |
| 15250 - Washer, Machine   | 7.73  |
| 19000 - Machine Tool Operation and Repair Occupations                 |       |
| 19010 - Machine-Tool Operator (Toolroom)                              |       |
| 19040 - Tool and Die Maker  | 19.44 |
| 21000 - Material Handling and Packing Occupations                     | 23.71 |
| 21010 - Fuel Distribution System Operator                             |       |
| 21020 - Material Coordinator  | 16.80 |
| 21030 - Material Expediter  | 16.82 |
| 21040 - Material Handling Laborer                                     | 16.82 |
| 21050 - Order Filler  | 10.29 |
| 21071 - Forklift Operator   | 10.87 |
| 21080 - Production Line Worker (Food Processing)                      | 14.82 |
| 21100 - Shipping/Receiving Clerk                                      | 12.73 |
| 21130 - Shipping Packer   | 12.72 |
| 21140 - Store Worker I  | 12.72 |
| 21150 - Stock Clerk (Shelf Stocker; Store Worker II)                  | 10.15 |
| 21210 - Tools and Parts Attendant                                     | 13.77 |
| 21400 - Warehouse Specialist  | 14.82 |
| 23000 - Mechanics and Maintenance and Repair Occupations              | 14.00 |
| 23010 - Aircraft Mechanic   |       |
| 23040 - Aircraft Mechanic Helper                                      | 22.24 |
|   | 17.44 |

|  |       |
|--|-------|
| 23050 - Aircraft Quality Control Inspector                   | 24.45 |
| 23060 - Aircraft Servicer                                    | 19.34 |
| 23070 - Aircraft Worker                                      | 20.27 |
| 23100 - Appliance Mechanic                                   | 18.04 |
| 23120 - Bicycle Repairer                                     | 14.66 |
| 23125 - Cable Splicer  | 19.76 |
| 23130 - Carpenter, Maintenance                               | 17.56 |
| 23140 - Carpet Layer   | 17.29 |
| 23160 - Electrician, Maintenance                             | 22.67 |
| 23181 - Electronics Technician, Maintenance I                | 16.30 |
| 23182 - Electronics Technician, Maintenance II               | 25.55 |
| 23183 - Electronics Technician, Maintenance III              | 26.62 |
| 23260 - Fabric Worker  | 16.54 |
| 23290 - Fire Alarm System Mechanic                           | 18.79 |
| 23310 - Fire Extinguisher Repairer                           | 15.72 |
| 23340 - Fuel Distribution System Mechanic                    | 18.79 |
| 23370 - General Maintenance Worker                           | 16.43 |
| 23400 - Heating, Refrigeration and Air Conditioning Mechanic | 18.38 |
| 23430 - Heavy Equipment Mechanic                             | 18.38 |
| 23440 - Heavy Equipment Operator                             | 17.87 |
| 23460 - Instrument Mechanic                                  | 18.79 |
| 23470 - Laborer  | 10.30 |
| 23500 - Locksmith  | 18.04 |
| 23530 - Machinery Maintenance Mechanic                       | 23.32 |
| 23550 - Machinist, Maintenance                               | 16.92 |
| 23580 - Maintenance Trades Helper                            | 14.41 |
| 23640 - Millwright   | 18.79 |
| 23700 - Office Appliance Repairer                            | 18.04 |
| 23740 - Painter, Aircraft                                    | 17.56 |
| 23760 - Painter, Maintenance                                 | 17.56 |
| 23790 - Pipefitter, Maintenance                              | 18.59 |
| 23800 - Plumber, Maintenance                                 | 17.76 |
| 23820 - Pneudraulic Systems Mechanic                         | 18.79 |
| 23850 - Rigger   | 18.79 |
| 23870 - Scale Mechanic                                       | 17.29 |
| 23890 - Sheet-Metal Worker, Maintenance                      | 18.38 |
| 23910 - Small Engine Mechanic                                | 16.75 |
| 23930 - Telecommunication Mechanic I                         | 18.38 |
| 23931 - Telecommunication Mechanic II                        | 20.21 |
| 23950 - Telephone Lineman                                    | 18.38 |
| 23960 - Welder, Combination, Maintenance                     | 18.38 |
| 23965 - Well Driller   | 18.79 |
| 23970 - Woodcraft Worker                                     | 18.79 |
| 23980 - Woodworker   | 16.43 |
| 24000 - Personal Needs Occupations                           |       |
| 24570 - Child Care Attendant                                 | 7.07  |
| 24580 - Child Care Center Clerk                              | 8.83  |
| 24600 - Chore Aid  | 6.95  |
| 24630 - Homemaker  | 11.20 |
| 25000 - Plant and System Operation Occupations               |       |
| 25010 - Boiler Tender  | 18.86 |
| 25040 - Sewage Plant Operator                                | 17.87 |
| 25070 - Stationary Engineer                                  | 18.86 |
| 25190 - Ventilation Equipment Tender                         | 14.85 |
| 25210 - Water Treatment Plant Operator                       | 17.56 |
| 27000 - Protective Service Occupations                       |       |
| (not set) - Police Officer                                   | 16.91 |
| 27004 - Alarm Monitor  | 11.83 |
| 27006 - Corrections Officer                                  | 14.08 |
| 27010 - Court Security Officer                               | 14.49 |
| 27040 - Detention Officer                                    | 14.08 |
| 27070 - Firefighter  | 11.64 |
| 27101 - Guard I  | 9.95  |
| 27102 - Guard II   | 12.55 |
| 28000 - Stevedoring/Longshoremen Occupations                 |       |
| 28010 - Blocker and Bracer                                   | 15.78 |
| 28020 - Hatch Tender   | 15.78 |
| 28030 - Line Handler   | 15.78 |

|   |       |
|---|-------|
| 28040 - Stevedore I   |       |
| 28050 - Stevedore II  | 12.83 |
| 29000 - Technical Occupations   | 15.54 |
| 21150 - Graphic Artist  |       |
| 29010 - Air Traffic Control Specialist, Center (2)                    | 19.60 |
| 29011 - Air Traffic Control Specialist, Station (2)                   | 31.69 |
| 29012 - Air Traffic Control Specialist, Terminal (2)                  | 21.85 |
| 29023 - Archeological Technician I                                    | 24.07 |
| 29024 - Archeological Technician II                                   | 15.69 |
| 29025 - Archeological Technician III                                  | 17.56 |
| 29030 - Cartographic Technician                                       | 21.76 |
| 29035 - Computer Based Training (CBT) Specialist/ Instructor          | 22.32 |
| 29040 - Civil Engineering Technician                                  | 30.38 |
| 29061 - Drafter I   | 20.75 |
| 29062 - Drafter II  | 13.99 |
| 29063 - Drafter III   | 15.69 |
| 29064 - Drafter IV  | 17.77 |
| 29081 - Engineering Technician I                                      | 21.76 |
| 29082 - Engineering Technician II                                     | 12.79 |
| 29083 - Engineering Technician III                                    | 15.89 |
| 29084 - Engineering Technician IV                                     | 19.09 |
| 29085 - Engineering Technician V                                      | 26.34 |
| 29086 - Engineering Technician VI                                     | 30.74 |
| 29090 - Environmental Technician                                      | 37.17 |
| 29100 - Flight Simulator/Instructor (Pilot)                           | 20.17 |
| 29160 - Instructor  | 30.38 |
| 29210 - Laboratory Technician   | 20.67 |
| 29240 - Mathematical Technician                                       | 16.70 |
| 29361 - Paralegal/Legal Assistant I                                   | 23.77 |
| 29362 - Paralegal/Legal Assistant II                                  | 14.55 |
| 29363 - Paralegal/Legal Assistant III                                 | 18.40 |
| 29364 - Paralegal/Legal Assistant IV                                  | 22.45 |
| 29390 - Photooptics Technician  | 27.17 |
| 29480 - Technical Writer  | 22.75 |
| 29491 - Unexploded Ordnance (UXO) Technician I                        | 23.07 |
| 29492 - Unexploded Ordnance (UXO) Technician II                       | 20.14 |
| 29493 - Unexploded Ordnance (UXO) Technician III                      | 24.37 |
| 29494 - Unexploded (UXO) Safety Escort                                | 29.21 |
| 29495 - Unexploded (UXO) Sweep Personnel                              | 20.14 |
| 29620 - Weather Observer, Senior (3)                                  | 20.14 |
| 29621 - Weather Observer, Combined Upper Air and Surface Programs (3) | 18.79 |
| 29622 - Weather Observer, Upper Air (3)                               | 18.39 |
| 31000 - Transportation/ Mobile Equipment Operation Occupations        | 18.39 |
| 31030 - Bus Driver  |       |
| 31260 - Parking and Lot Attendant                                     | 12.67 |
| 31290 - Shuttle Bus Driver  | 8.86  |
| 31300 - Taxi Driver   | 11.97 |
| 31361 - Truckdriver, Light Truck                                      | 9.91  |
| 31362 - Truckdriver, Medium Truck                                     | 12.67 |
| 31363 - Truckdriver, Heavy Truck                                      | 15.61 |
| 31364 - Truckdriver, Tractor-Trailer                                  | 16.26 |
| 99000 - Miscellaneous Occupations                                     | 16.26 |
| 99020 - Animal Caretaker  |       |
| 99030 - Cashier   | 7.48  |
| 99041 - Carnival Equipment Operator                                   | 8.30  |
| 99042 - Carnival Equipment Repairer                                   | 8.93  |
| 99043 - Carnival Worker   | 9.38  |
| 99050 - Desk Clerk  | 7.40  |
| 99095 - Embalmer  | 6.90  |
| 99300 - Lifeguard   | 20.14 |
| 99310 - Mortician   | 10.58 |
| 99350 - Park Attendant (Aide)   | 20.14 |
| 99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)        | 13.29 |
| 99500 - Recreation Specialist   | 10.58 |
| 99510 - Recycling Worker  | 11.14 |
| 99610 - Sales Clerk   | 12.22 |
| 99620 - School Crossing Guard (Crosswalk Attendant)                   | 10.08 |
| 99630 - Sport Official  | 9.47  |
|   | 10.58 |

|  |       |
|--|-------|
| 99658 - Survey Party Chief (Chief of Party)                        | 13.77 |
| 99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.) | 11.61 |
| 99660 - Surveying Aide   | 8.48  |
| 99690 - Swimming Pool Operator                                     | 12.94 |
| 99720 - Vending Machine Attendant                                  | 11.29 |
| 99730 - Vending Machine Repairer                                   | 12.94 |
| 99740 - Vending Machine Repairer Helper                            | 11.29 |

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.87 an hour or \$114.80 a week or \$497.47 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for

ordance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444

should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

94-2302 MS, PASCAGOULA

WAGE DETERMINATION NO: 94-2302 REV (21) AREA: MS, PASCAGOULA

HEALTH AND WELFARE LEVEL - TOTAL BENEFIT \*\*OTHER WELFARE LEVEL WD:94-2301

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross Division of  
Director Wage Determinations

Wage Determination No.: 1994-2302  
Revision No.: 21  
Date Of Revision: 06/21/2005

State: Mississippi

Area: Mississippi Counties of George, Hancock, Harrison, Jackson, Pearl River, Stone

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

| OCCUPATION CODE - TITLE                                 | MINIMUM WAGE RATE |
|---|-------------------|
| 01000 - Administrative Support and Clerical Occupations |                   |
| 01011 - Accounting Clerk I                              | 9.41              |
| 01012 - Accounting Clerk II                             | 11.36             |
| 01013 - Accounting Clerk III                            | 13.71             |
| 01014 - Accounting Clerk IV                             | 16.77             |
| 01030 - Court Reporter                                  | 13.72             |
| 01050 - Dispatcher, Motor Vehicle                       | 12.27             |
| 01060 - Document Preparation Clerk                      | 10.19             |
| 01070 - Messenger (Courier)                             | 8.62              |
| 01090 - Duplicating Machine Operator                    | 9.84              |
| 01110 - Film/Tape Librarian                             | 8.80              |
| 01115 - General Clerk I                                 | 8.91              |
| 01116 - General Clerk II                                | 10.03             |
| 01117 - General Clerk III                               | 10.94             |
| 01118 - General Clerk IV                                | 13.67             |
| 01120 - Housing Referral Assistant                      | 15.44             |
| 01131 - Key Entry Operator I                            | 9.78              |
| 01132 - Key Entry Operator II                           | 10.98             |
| 01191 - Order Clerk I                                   | 10.99             |
| 01192 - Order Clerk II                                  | 14.67             |
| 01261 - Personnel Assistant (Employment) I              | 11.88             |
| 01262 - Personnel Assistant (Employment) II             | 13.36             |
| 01263 - Personnel Assistant (Employment) III            | 14.17             |
| 01264 - Personnel Assistant (Employment) IV             | 15.76             |
| 01270 - Production Control Clerk                        | 15.44             |
| 01290 - Rental Clerk                                    | 9.29              |
| 01300 - Scheduler, Maintenance                          | 10.96             |
| 01311 - Secretary I                                     | 10.96             |
| 01312 - Secretary II                                    | 13.72             |
| 01313 - Secretary III                                   | 15.44             |
| 01314 - Secretary IV                                    | 16.80             |
| 01315 - Secretary V                                     | 18.61             |
| 01320 - Service Order Dispatcher                        | 9.81              |
| 01341 - Stenographer I                                  | 9.65              |
| 01342 - Stenographer II                                 | 10.96             |
| 01400 - Supply Technician                               | 16.80             |